

# Online Certificate Course on

# Professional Ethics & Code of Conduct

Conducted by:  
Bikali College, Dhupdhara  
in association with  
**ICT Academy**

**Date: 05-Jan-2021 to 25-Jan-2021**

**Duration: 32 Hours**

**Trainer:**



**Mousumi Bailung**  
Senior Soft Skills Trainer  
**ICT Academy**

# अनौपचारिक-संस्कृत-शिक्षण-केन्द्रम्

**Non Formal Sanskrit Education Centre (NFSE)**



**Two Courses**



1. प्रमाणपत्रीय-पाठ्यक्रमः

**Certificate Course in Sanskrit Language**

2. दक्षता-पाठ्यक्रमः

**Diploma Course in Sanskrit Language**

sponsored by:

**Central Sanskrit University**

Non Formal Sanskrit Education Centre  
Bikali College, Dhupdhara

**For any person**

Contact Teacher

Dipika Rabha

**+91 98543 14259**

Dr. Lakshman Roy

**+91 90022 21509**

**No age limit**



degree courses, the Central Sanskrit University undertakes Sanskrit learning programme to the public at large scale through Non-Formal Sanskrit Education Centres functioning in different states.

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## 2. Name of Courses of studies of Non-Formal Sanskrit Education Centres

There will be two courses of studies in these centres. **First** is called “**Certificate Course in Sanskrit Language**” and **Second** is “**Diploma in Sanskrit Language.**”

## 3. Nature of Course of Studies

- A. It is a credit based part-time course.
- B. The duration of the course for the academic session 2023-24 will be till May 15, 2024.
- C. Course of Studies
  - I. **Certificate Course in Sanskrit Language** (8 Credits)- Prathama Diksha (First Level) Published by the Central Sanskrit University will be taught in this Course. Under it, five books are Varnamala (वर्णमाला) Vakyavyavaharah (वाक्यव्यवहारः), Vakyavistarah (वाक्यविस्तरः) Sambhashanam (सम्भाषणम्) and Parishishtam (परिशिष्टम्). These five books will be taught in simple Sanskrit. A minimum period of 120 hours is required to complete the course.
  - II. **Diploma in Sanskrit Language** (12 Credits)- First 5 Stabakas of Dvitiya Diksha (Second Level) published by the Central Sanskrit University will be taught in this course. Sanskrit Subhashitas, Stories, different types of special exercises, simple Sanskrit grammar compiled in Vyavahara-pradeepah (व्यवहारप्रदीपः) will be also taught in this course. A minimum period of 150 hours is required for this course.
  - III. Time table of teaching at the Centre may be decided as per convenience of the students.
  - IV. Study material (Prathama Deeksha and Dvitiya Diksha) will be provided by the Central Sanskrit University, New Delhi.
  - V. This Course will provide basic knowledge for higher studies in Sanskrit/Yoga/Ayurveda/various Distance Education Programmes of Central Sanskrit University. After successfully completing the “Certificate Course in Sanskrit language” & “Diploma in Sanskrit Language”, the student will be eligible to take admission in various Sanskrit Courses which are run by ‘Mukta-Swadhyaya-Peetham’. (Institute of Open and Distance Education.

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## 4. Eligibility for Admission

Anyone, above the age of fifteen, who is curious to learn Sanskrit is eligible to take admission in “**Certificate Course in Sanskrit Language**”. The admission is open for all the students, teachers, employees and officers of the concerned

## **Computer Education Centre(Bikali College)**

**Computer education** is important to build up a strong career. It is a technical knowledge which helps us to choose a good career. In today's world it is difficult to acquire appropriate job with regular education alone computer knowledge has become almost compulsory in today's job market. We have lots of computer courses like accounting, software courses, multimedia courses, hardware and networking courses etc. And also along with computer knowledge one should also excel in communication skills body language, eye contact, appropriate attitude, time management, English language, resume or CV writing skill etc. Those with knowledge of computer art considered hireable for many kinds of jobs. Most of jobs involve the use of computer. Computer education has become an eligibility criterion for almost all modern day jobs. Higher education involving network administration, hardware maintenance or software skill, open doors for various job opportunities. Computers, which have such a wide variety of applications, are indeed ruling society. To keep up with the pace in this fast life of today, computer education is extremely important. Computers are an integral part of life and so is computer education! At least now let us understand the true need of computer education and support our children, youths as well as regardless of age to pursue computer education.

The computer has a crucial role in the field of today's marketing world like online selling and buying things in Amazon, flipkart, and other online platforms.

Keep with the pace of modern day education and computer knowledge Bikali College has initiated to start computer education for the greater benefit of the students.

### **Computer Laboratory Infrastructure:**

The college has a well maintained computer laboratories. The computer system are of latest configuration and working . There are more than 50 computers in the laboratory with wifi facility for the students of the college. The overall sitting capacity of the lab are of 60 students. The lab also have the facility of projectors and smart boards. The lab maintains printers and scanners etc.

Following are the main things that students can do in the computer lab:

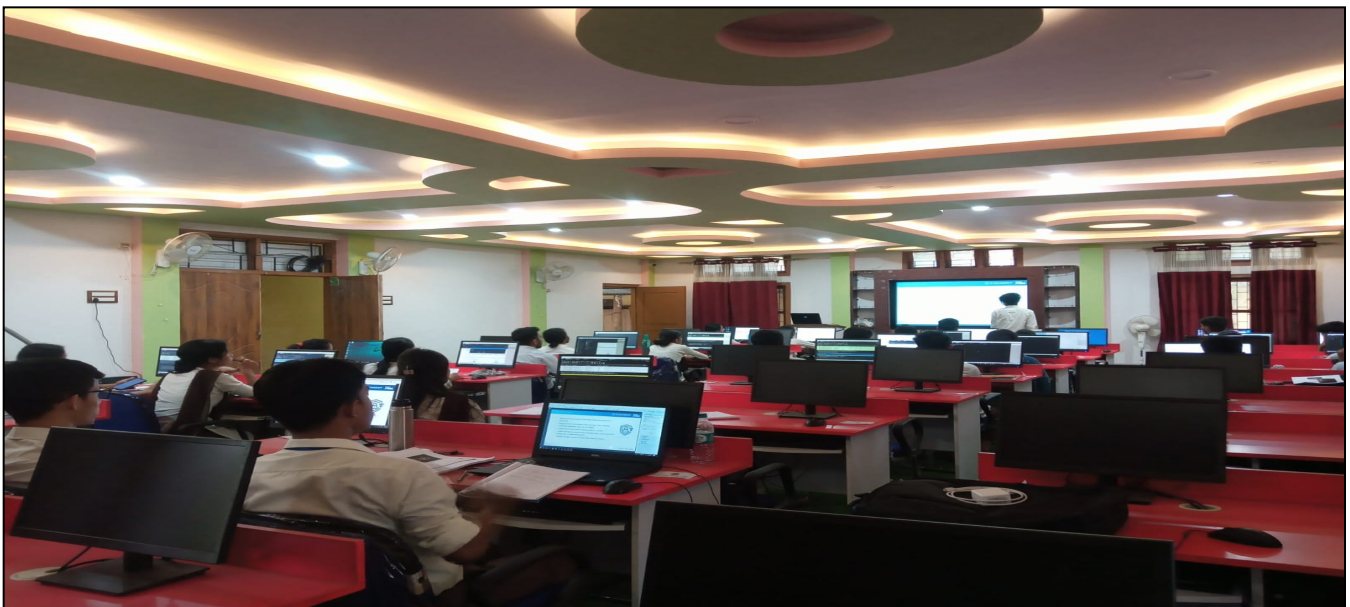
- They can use document writing and editing application to create notes and articles.
- They can built their own websites and blogs.
- They can practice Ms Word, Ms Excel Ms PowerPoint, DTP, Tally, Programming etc.
- The students can learn coding and built new educational apps.

- The students can learn, practice and improve their Hindi, English and Assamese typing skills.
- The students can learn to use the internet in which they can pay fee online, they can join online classes etc.
- The students can practice video conferencing with teachers, online education and many other educational activities through online computer applications.

Hours of Operation: Six days a week from 9AM to 4 PM.

**Third eye computer education centre under Bikali College** is one of the leading IT training institute in Dhupdhara (Goalpara) since 2007 the institute has successfully trained more than 550 students.

The institute provides a wide variety of career professional, short term and certification courses, designed by our experts after careful market study and research. All the courses are taught by an experienced and certified faculty. Our faculty constantly updates his/her technical skills maintain the expertise. Our institute has made all out efforts to provide high quality education at comparatively lesser cost. We think this has helped students of the economically backward families of the area to take up computers course in the college.



**We offer career- oriented courses in the following categories:**

Course Name:

Duration:

Fees

Structure

<b>1. Start-up for Beginners</b>	<b>3 Months</b>	
<b>1,200+300</b>		
<b>2. DTP</b>	<b>3 Months</b>	
	<b>1,200+300</b>	
<b>3. Tally</b>	<b>3 Months/6 Month</b>	<b>1,200+300</b>
<b>4. Video Editing</b>	<b>3 Months</b>	<b>1,200+300</b>
<b>5. C Programming</b>	<b>3 Months</b>	<b>1,200+300</b>
<b>6. C++ Programming</b>	<b>3 Months</b>	<b>1,200+300</b>
<b>7. Web Page Design</b>	<b>3 Months</b>	<b>1,200+300</b>
<b>8. Start-up in Desktop Publishing</b>	<b>6 Months</b>	
<b>1500+300</b>		
<b>9. Hardware &amp; Networking</b>	<b>6 Months/ 1 year</b>	
<b>2200+300</b>		
<b>10. DCA (Diploma in Computer Application)</b>	<b>6 Months</b>	<b>1500+300</b>
<b>11. Diploma in Accounts and Finance with Tally</b>	<b>6 Months</b>	<b>2700+300</b>
<b>11. ADCA (Advance Diploma in Computer Application) 1 Year</b>		<b>4700+300</b>
<b>12. PGDCA</b>	<b>1 year</b>	<b>5700+300</b>

Now days, Computer education is very important and necessary because without computer knowledge an education is consulted to be in complete.

## Syllabus and Duration:

Sl No	Course Name	Duration	Course Content	Books to be issued	Books cost	Course fee	Royalty	Cost of Kit
1	Smart Professionals	One month/24 hours	Intro. to Computers Windows OS MS-Office2000 Internet & E-Mail	Beginners Training Manual (BTM)				
2	Smart Beginners	One month/24 hours	Concept of Information Technology Working with Windows MS Word MS Excel MS PowerPoint Intro. Multimedia Internet & Email	BTM				
<b><u>Start-Up Courses</u></b>								
3	Start up for Beginners-SUB	3 Months/72 hours	Intro. to Computers Windows OS MS-Office2000 Internet & E-Mail Intro. to Multimedia HTML Frontpage2000	1.BTM, 2. HTML, FrontPage				
4	Start Up for Commerce Students-SUC	3 Months/72 hours	Intro. to Computers Windows OS MS-Office2000,Internet Intro. to Accounting	1. BTM, 2.TALLY				

			<p>Intro. to Tally versions(5.4,6.3,7.2)</p> <p>Intro. to Inventory</p> <p>Bank Reconciliation Statement</p> <p>Outstanding Management</p> <p>Storage&amp; Classification</p> <p>Manufacturing Stock</p>					
5	Start Up for DTP SUDTP	3 Months/ 72 hours	<p>Intro. to Computers</p> <p>Windows OS</p> <p>MS-Office2000</p> <p>Internet &amp; E-Mail</p> <p>Intro. to Multimedia</p> <p>DTP: PageMaker</p> <p>CorelDraw</p> <p>Photoshop</p>	p1.BTM, 2.DTP				

**Students Admission and Results Records:**